

# CEA



## CAREER EXECUTIVE ASSIGNMENT

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED.**

**DEPARTMENT:** Department of Corrections and Rehabilitation

**POSITION:** Superintendent  
Division of Juvenile Facilities  
CEA Level 3

**LOCATIONS:** El Paso de Robles Youth Correctional Facility  
Ventura Youth Correctional Facility  
Southern Youth Correctional Reception Center and Clinic  
N.A. Chaderjian Youth Correctional Facility

**FINAL FILING DATE:** October 18, 2005

**SALARY RANGE:** \$8,030- \$8,854

*On July 1, 2005, the Youth and Adult Correctional Agency (YACA) and its subordinate departments were reorganized under the new California Department of Corrections and Rehabilitation. For details of this reorganization and changes, go to [www.lhc.ca.gov/lhc.html](http://www.lhc.ca.gov/lhc.html) and refer to the section entitled Governor's Reorganization Plans.*

**VISION STATEMENT:** *We will end the causes and tragic effects of crime, violence, and victimization in our communities through a collaborative effort that provides:*

- *Intervention to at-risk populations*
- *Quality services from time of arrest*
- *Successful integration back into society*

**MISSION STATEMENT:** *To improve public safety through evidence-based crime prevention and recidivism reduction strategies.*

Under administrative direction from the Director, Division of Juvenile Facilities, the Superintendent is responsible for the overall management and administration of his/her assigned youth correctional facility. The Superintendent is responsible for the 24-hour care and treatment of all youthful offenders assigned to the facility, and develops operational policies and procedures for the facility. In addition, the Superintendent coordinates and integrates institutional programs and activities, and establishes necessary controls to ensure all functions are carried out in accordance with Departmental policy and State and Federal laws. The Superintendent also ensures that goals and objectives are met, directs the overall planning, organization and evaluation of all custody and treatment services for youthful offenders assigned to the facility. The Superintendent is responsible for the discipline, custody, training, treatment, and rehabilitation of the youthful offenders assigned to the facility, and is designated as the appointing authority of the facility.

Duties include but are not limited to:

- Planning, organizing, and directing programs and activities of the facility, ensuring the provision of optimum services to youthful offenders utilizing ancillary services, personnel and physical resources to maximize program effectiveness; implements new programs as the needs of youthful offenders change; monitors and evaluates facility operations and programs; assures the protection of due process for youthful offenders committed to the Department and specifically under care and treatment at his/her facility; under the Ward Disciplinary Decision Making Systems, reviews all actions taken in disciplining youthful offenders, and is the appellate officer for third level appeals; under the Ward Grievance Procedure, meets with youthful offenders on appeals.
- Interprets and applies departmental, divisional and facility policy to employees, youthful offenders, and community groups; discusses youthful offenders issues with parents, relatives, friends, and others as applicable; may represent the Director of Juvenile Facilities and the Department at conferences and meetings.
- Establishes and maintains positive and continuing communication and relationships with other divisions of the Department, law enforcement agencies, other local, public and private agencies, and groups; conducts public information programs to keep the community informed as to the goals and programs of the Department as it pertains to juvenile justice and the facility within their community.
- Provides leadership and direction to managers and supervisors in dealing with crises and emergency situations, evaluates resources available at the facility, manages allocations of resources, and meets regularly with managers to monitor the utilization of resources in meeting Departmental program objectives; recruits, selects, trains and evaluates staff, and takes disciplinary action as needed.

#### **MINIMUM QUALIFICATIONS:**

Applicants must meet the following minimum qualifications:

#### **Either I**

Must be a civil service employee with permanent civil service status.

#### **Or II**

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

**Or III**

Must be a nonelected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

**The Superintendent, Division of Juvenile Facilities, CEA 3 is a peace officer position; therefore, applicants are subject to meeting all peace officer requirements.**

**PEACE OFFICER REQUIREMENTS:**

**Citizenship Requirement:** Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

**Felony Disqualification:** Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class.

**Firearm Conviction Disqualification:** Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal Laws is ineligible for appointment to any position in this classification.

**Age Limitation – minimum age for appointment:** 21 years (Applicants must state birth date on application).

**Background Investigation:** Pursuant to Government Code Section 1029.1, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Corrections or California Youth Authority background investigation may be required to undergo only a partial background investigation.

**Medical Requirement:** Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

**Training Requirements:** Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

**DESIRABLE QUALIFICATIONS:**

- Broad and extensive experience managing comprehensive programs for the custody, rehabilitation, treatment, housing, and classification of youthful offenders.
- Broad and extensive experience in planning, organizing, directing, and/or coordinating correctional programs as they relate to youthful offenders; and in the development and implementation of policies and procedures.
- Demonstrated personnel management, leadership skills, flexibility, and sound management practices which demonstrates the ability to plan, organize, and direct multidisciplinary staff and be knowledgeable of appropriate techniques in the areas of selection, training, motivating staff, and discipline; and a manager's role in contributing in and achieving an equal employment opportunity workplace; ability to gain the confidence and support of top level administrators, staff and wards.
- Ability to analyze complex problems and recommend and/or implement effective courses of action, make independent, sound, ethical decisions regarding highly sensitive matters and maintain confidentiality using collaborative, evidence-based processes, without jeopardizing the integrity of the department; and carry out the department's mission.
- Knowledge of the issues currently facing the California Department of Corrections and Rehabilitation and specifically the Division of Juvenile Justice, and the department's vision, goals, and mission as it relates to the Division of Juvenile Facilities.
- Knowledge of the disciplinary and grievance process for youthful offenders.
- Experience which demonstrates the ability to develop positive cooperative working relationships and interact and communicate effectively both orally and in writing with staff, the public, youthful offenders, other law enforcement and government agencies, Legislators, other departmental divisions, court monitors, community and civic leaders, advocate groups, religious organizations; and foster community partnerships .

Supervisory or administrative experience in a managerial capacity, including the execution and/or evaluation of program policies at least equivalent to the level of a Staff Services Manager III, Program Administrator, Correctional Administrator, Parole Agent III, Parole Administrator II, or Superintendent of Correctional Education Programs.

#### **KNOWLEDGE AND ABILITIES:**

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the Department's equal employment opportunity program objectives; and a manager's role in achieving an equal employment opportunity workplace.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices;

integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's equal employment opportunity objectives.

## **EXAMINATION INFORMATION:**

This examination will consist of a review and screening by an executive screening committee utilizing predetermined evaluation criteria to evaluate the candidates' Statement of Qualifications. Candidates' may or may not be scheduled for an interview. Experience indicated may be paid or voluntary, in State service, in government settings, or in a private organization. In order to be successful in this examination, a minimum rating of 70 percent must be attained. Each candidate will be notified in writing of their examination results.

Interested applicants who meet the minimum qualifications **must submit:**

- A Standard State Application (Form 678) and resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment and education relevant to the Minimum Qualifications listed above.
- A **Statement of Qualifications** that describes your experience, knowledge, and abilities as they relate to the desirable qualifications identified in this bulletin. **You must provide specific examples.** The Statement of Qualifications will also serve as documentation of each candidates' ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. It should not exceed two pages in length and no less than 12 font. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

## **USE AND APPLICATION OF EXAMINATION PROCESS:**

The results of this examination will be used solely to fill the Superintendent, Division of Juvenile Facilities, CEA Level 3 vacancies. For further information regarding these positions, please contact Xina Bolden at (916) 327-8028 or xina.bolden@cdcr.ca.gov.

## **FILING INSTRUCTIONS:**

A Standard State Application (Form 678) and Statement of Qualifications must be submitted and postmarked by October 18, 2005 to Xina Bolden, Executive Recruitment and Appointments, P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 108-N, Sacramento, California. Applications postmarked, personally delivered or received via interoffice mail after this date will not be accepted for any reason.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address listed above for Executive Recruitment and Appointments.